





# Neighborhood Notification Checklist

AB, BA, UP, DR, HE, MUMSP

## ☐ Step 3: Hold An Open House Meeting

**You are required to hold a minimum of \_\_\_\_ Open House Meeting(s).**

Provide open house date, time, and location to Project Coordinator **at least** 14 calendar days prior to the meeting. E-mail open house information to project coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov).

## ☒ Step 4: Complete a Neighborhood Notification Report

Provide all of the checked items, in a report, with your submittal

- ☒ You are required to submit a Neighborhood Notification Report with your application.
- ☒ Submit either the original, or a copy of this marked Neighborhood Notification Packet.
- ☐ Document your Project Notification efforts as follows:
  - Provide a list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
  - Provide a map showing where notified neighbors are located.
  - Provide the dates contacted, and the number of times contacted.
  - Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
  - Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
  - Provide originals of all comments, letters, and correspondence received.
  - Provide affidavit(s) of mailing(s).
- ☐ Verify the "Project Under Review" Sign Posting or Newspaper listing as follows:
  - Provide affidavit of posting, and pictures of sign, which are date and time stamped.
  - Copy of Newspaper listings with date of publication.
- ☐ Document the Open House Meeting(s) as follows:
  - List dates, times, and locations of open house meeting(s).
  - Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
  - List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.
  - List dates, times, and locations of any follow-up with interested parties.
- ☐ List any other neighborhood, citizen involvement.

### Related Resources:

- ☐ Project Under Consideration Sign Posting Requirements
- ☐ Affidavit of Posting
- ☐ Public Hearing Sign Posting Requirements

## Planning & Development Services Department

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